

DOCUMENT RESUME

ED 257 476

IR 051 145

AUTHOR d'Orleans, Jacques
TITLE The Status of Archivists in Relation to Other Information Professionals in the Public Service in Africa: A RAMP Study.
INSTITUTION United Nations Educational, Scientific and Cultural Organization, Paris (France). General Information Programme.
REPORT NO PGI-85/WS/2
PUB DATE 85
NOTE 55p.
PUB TYPE Reports - Research/Technical (143) -- Tests/Evaluation Instruments (160)
EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Archives; Comparative Analysis; *Developing Nations; Documentation; Information Scientists; *Information Services; Job Skills; *Job Training; Libraries; *Library Personnel; Occupations; *Professional Training; Questionnaires; Records (Forms); Surveys
IDENTIFIERS *Africa

ABSTRACT

Prepared under contract with the International Council on Archives, this study is intended to promote the development of the archival and records management professions in Africa by providing basic data on their status in relation to other information professions in the public service, particularly librarians and documentalists. It addresses the basic problems of recruitment, training, employment qualifications, conditions of service, and career opportunities. A 6-page questionnaire was used to collect data. Responses to the questionnaire were received from 8 English-speaking and 12 French-speaking countries. Following an introduction, the findings are presented in eight sections: (1) number of information professionals; (2) recruitment requirements and teaching institutions recognized by governments; (3) ministries to which information services are attached; (4) official status of archivists; (5) recruitment of archivists; (6) promotion of archivists; (7) salary scales of archivists; and (8) comparative status of information professionals. A number of general conclusions and many specific recommendations conclude the report. A bibliography and the survey questionnaire are included. (THC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

* The document has been reproduced as
received from the person or organization
originating it.
Minor changes have been made to improve
reproduction quality.

• Points of view or opinions stated in this docu-
ment do not necessarily represent official NIE
position or policy.

The Status of archivists in relation to other information professionals in the public service in Africa: a RAMP study

Permission granted to reproduce
by Unesco

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

"PERMISSION TO REPRODUCE THIS
MATERIAL IN MICROFICHE ONLY
HAS BEEN GRANTED BY

C. Coudert-Schklowski

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

Paris, 1985

THE STATUS OF ARCHIVISTS
IN RELATION TO OTHER INFORMATION PROFESSIONALS
IN THE PUBLIC SERVICE IN AFRICA :
A RAMP STUDY

prepared by

Jacques d'ORLEANS

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

Recommended catalogue entry :

Orléans, Jacques d'

The Status of archivists in relation to other
information professionals in the public service
in Africa : a RAMP study / prepared by Jacques
d'Orléans [for the] General Information Programme
and UNISIST. - Paris : Unesco, 1985. - 43 p.; 30 cm. -
(PGI-85/WS/2)

I - Title

II - Unesco General Information Programme and UNISIST

III - Records and Archives Management Programme (RAMP)

© Unesco, 1985

PREFACE

The Division of the General Information Programme of Unesco, in order to better meet the needs of Member States, particularly developing countries, in the specialized areas of records management and archives administration, has developed a long-term Records and Archives Management Programme -- RAMP.

The basic elements of the RAMP programme reflect the current overall themes of the General Information Programme itself. RAMP thus includes projects, studies, and other activities intended to:

1. Promote the formulation of information policies and plans (national, regional and international)
2. Promote and disseminate methods, norms and standards for information handling
3. Contribute to the development of information infra-structures
4. Contribute to the development of specialized information systems in the fields of education, culture and communication, and the natural and social sciences
5. Promote the training and education of specialists in and users of information

This study, prepared under contract with the International Council on Archives, is intended to promote the development of the archival and records management professions in Africa by providing basic data on their status in relation to other information professions in the public service, particularly librarians and documentalists. It deals with the basic problems of recruitment, training, employment qualifications, conditions of service and career opportunities. It provides, for the first time, basic data in a number of these areas which can be used to support efforts to upgrade the status of archivists and their colleagues in the information field in Africa.

Comments and suggestions regarding this Study are welcomed and should be addressed to the Division of the General Information Programme, UNESCO, 7 Place de Fontenoy, 75007 Paris. Other studies prepared under the RAMP programme may also be obtained at the same address.

TABLE OF CONTENTS

0.	INTRODUCTION	1
1.	NUMBER OF INFORMATION PROFESSIONALS	3
2.	RECRUITMENT REQUIREMENTS AND TEACHING INSTITUTIONS RECOGNIZED BY GOVERNMENTS	5
3.	MINISTRIES TO WHICH INFORMATION SERVICES ARE ATTACHED	8
4.	OFFICIAL STATUS OF ARCHIVISTS	13
5.	RECRUITMENT OF ARCHIVISTS	16
6.	PROMOTION OF ARCHIVISTS	17
7.	SALARY SCALE OF ARCHIVISTS	20
8.	COMPARATIVE STATUS OF INFORMATION PROFESSIONALS	22
9.	CONCLUSIONS	25
10.	RECOMMENDATIONS	29
	BIBLIOGRAPHY	37
	APPENDIX: QUESTIONNAIRE	38

0 INTRODUCTION

- 0.1 This study, on the status of archivists in relation to other information professionals in the Public Service in Africa, was prepared for Unesco by contract with the International Council on Archives (ICA) within the framework of Unesco's RAMP Programme (Records and Archives Management Programme). The study was planned to include the collection and analysis of comparative data on archivists and other information professionals, especially librarians and documentalists in the public service, with respect to qualifications for entry-level positions and promotions (education, training, experience) ; duties and responsibilities ; classification standards and compensation. Attention was to be given to "any special circumstances required to make valid comparisons between the various types of information professionals" ; and the work was to include "a discussion of the nature, origins and consequences of any disparities". It was to conclude with "recommendations regarding actions that could be taken at the national, regional and international levels to improve the status of archivists in African Member States". To the study was to be appended an annotated bibliography of writings used or consulted in its preparation.
- 0.2 The origins of the returns received to the questionnaire that was used to collect data determined that the study would necessarily focus upon Black Africa - the situation in Arabian African countries is quite different as revealed by responses received from Morocco and Tunisia - and more precisely upon English and French-speaking countries. No responses were received from Portuguese or Spanish-speaking countries.
- 0.3 Answers to the questionnaire were received from twenty countries : Bénin, Botswana, Burundi, Cameroon, Central African Republic, Chad, Congo, Gabon, Ivory Coast, Malaŵi, Mali, Mauritius, Morocco (École des sciences de l'information), Nigeria, Sénégal (National Archives and É.B.A.D., École de bibliothécaires, archivistes et documentalistes), Seychelles, Sierra Leone, Tunisia (Institut supérieur de documentation), Zambia and Zimbabwe. Responses were thus received from eight English-speaking countries and from twelve French-speaking countries.

0.4 It may be noted that sixteen countries, six English and ten French-speaking: Chad, Congo, Gambia, Ghana, Ivory Coast, Kenya, Mali, Mauretania, Niger, Nigeria, Sénégal, Sierra Leone, Togo, Tunisia, Upper Volta and Zaire, had taken part in the meeting between professionals and governments on the problems of formal training and status of African librarians, archivists and documentalists, held on October 7-9, 1977 in Dakar. Of these only seven responded to the questionnaire on which this study is based.

0.5 No response to the questionnaire was received from 22 countries : Algeria, Angola, Equatorial Guinea, Ethiopia, Gambia, Ghana (National Archives and Regional Training Center for Archivists), Guinea Bissau, Kenya, Lesotho, Liberia, Libya, Mauritania, Morocco (Bibliothèque générale and archives), Mozambique, Niger, Rwanda, Sudan, Swaziland, Tanzania, Togo, Uganda, Upper Volta and Zaïre.

I - NUMBER OF INFORMATION PROFESSIONALS

- 1.1 This study includes only professional personnel considered as "archivists" in Categories A and B, (see 1.2, below) exclusive of administrative and clerical personnel, such as secretaries and typists, and of technical personnel, such as restorers and microfilers. It is not limited to the central or national government, but it is also intended to cover archivists in the services of local government (i.e. provincial or state, counties or cities).
- 1.2 Civil servants in Category A are normally recruited from holders of an advanced university degree (M.A. or Ph. D.), or from those who have received a post-graduate diploma in Archives Administration. Civil servants in Category B are recruited at the certificate level, which requires 2 years of university studies after completion of the secondary high school, and are also admitted directly into the profession (e.g., certificate programme at the Accra school).
- 1.3 In general one may say that in Black Africa there is a documentalist at work for every two archivists and for every six librarians ; i.e., the ration between documentalists, archivists and librarians is 1:2:6 (see Schedule 1). It should be noted that several answers received are only partial (explicitely in the case of Nigeria) or appear to be an approximation (the number of librarians in Zimbabwe). Similary, the number of vacant posts of archivists indicated by Bénin may be subject to downward revision. Since the questionnaire was completed by archivists answers are more precise about the profession of archivist than about the other professions. No totals were proved in the responses from Morocco nor Tunisia.

REF ID: A66178

SCHEDULE 1

NUMBER OF INFORMATION PROFESSIONALS

COUNTRY	ARCHIVISTS A	B	TOTAL	LIBRARIANS A	B	TOTAL	DOCUMENTALISTS A	B	TOTAL
Benin	0	10	10	7	10	17	0	3	3
Botswana	4	3	7	16	25	41	11	0	11
Burundi	1	0	1	3	4	7	1 (1)	0	1 (1)
Cameroon	1	4	5 (2)	10	20	30	0	0	0
Central African Republic	4	0	4	5	0	5	3	0	3
Chad	0	13	13	0	4	4	0	14	14
Congo	0	27	27	19	8	27	13	4	17
Gabon	no indication		7	no indication		10	no indication		15
Ivory Coast	4	8	12	no indication			no indication		
Malawi	4	5	9	36	87	123	0	0	0
Mali	0	1	1	3	2	5	2	4	6
Mauritius	1	2	3	no indication			0	0	0
Morocco (3)									
Nigeria (4)	48	8	56	no indication			no indication		
Sénégal	1	40	41	14	91	105	3	42	45
Seychelles	0	2	2	0	1	1	0	0	0
Sierra Leone	2	0	2	35	0	35	0	0	0
Tunisia (3)									
Zambia (5)	2	3	5	0	2	2	no indication		
Zimbabwe	10	9	19	100	200	300	no indication		
Total	72	137	224	258	454	712	48	67	115

(1) "left his position for studies". (2) 4 or 6. (3) no indication. only. They are State Archives but the strength of the archivists is not known. Consolidated Copper Mines only.

(4) The figure quoted is for Central Archives only. (5) National Archives and, partly, Zambia Consolidated Copper Mines only.

BEST COPY AVAILABLE

2 - RECRUITMENT REQUIREMENTS AND TEACHING INSTITUTIONS RECOGNIZED BY GOVERNMENTS

- 2.1 For category A, archivists are recruited from any university in Bénin, Botswana, Burundi, Chad, Congo, Malaŵi, Mauritius, Nigeria, Sénégal, Sierra Leone, Zambia and Zimbabwe (twelve of twenty respondents). They are also recruited for category A from any professional school in Bénin, Botswana, Burundi, Chad, Gabon, Malaŵi, Mauritius, Nigeria, Sénégal, Sierra Leone, Zambia and Zimbabwe (twelve of the twenty). Archivists for category A are recruited from only specifically designed universities or schools in Bénin, Cameroon, Central African Republic, Congo, Chad, Ivory Coast, Mali, Morocco and Tunisia (nine of the twenty). The École nationale des chartes of Paris is mentioned by Mali, but there is no archivist of category A in that country. The École nationale supérieure de bibliothécaires of Lyon is mentioned by Bénin, Burundi, Cameroon, Central African Republic and Mali ; the Library school of Montréal is mentioned by Bénin and Cameroon ; the Regional Training Center for Archivists of Accra by Cameroon and Sierra Leone ; and the Higher Institute for Information Sciences of Leningrad by Congo.
- 2.2 For category B, archivists are recruited from any university in Bénin, Botswana, Chad, Malaŵi, Mauritius, Nigeria, Sénégal, Seychelles, Sierra Leone, Zambia and Zimbabwe (eleven of the twenty). They are recruited from any professional school in Bénin, Botswana, Burundi, Chad, Congo, Malaŵi, Mauritius, Nigeria, Sénégal, Seychelles, Sierra Leone, Zambia and Zimbabwe (thirteen of the twenty) ; and from specifically designed universities or schools in Cameroon, Ivory Coast, Mali and Tunisia. The E.B.A.D.* of Dakar is mentioned by Bénin, Central African Republic, Chad, Congo and Ivory Coast. But only graduates of its advanced degree programme may enter category A as defined above (see Schedule 2).

* École de bibliothécaires, archivistes et documentalistes de Dakar

11

SCHEDULE 2

TEACHING INSTITUTIONS WHOSE DIPLOMAS ARE RECOGNIZED BY GOVERNMENTS (archivists, librarians and, where the profession exists, information scientists)

only specific universities/schools : see column 3
any professional school : see column 2
any university : see column 1

for the Category A

for the Category B

COUNTRY	1	2	3	1	2	3
Bénin	X	X	X	X	X	
Botswana	X	X		X	X	
Burundi	X	X			X	
Cameroon			X			X
Central African Republic			X	-	-	-
Chad	X	X		X	X	
Congo	X		X		X	
Gabon		X				
Ivory Coast			X			X
Malawi	X	X		X	X	
Mali			X			X
Mauritius	X	X		X	X	
Morocco			X			X
Nigeria	X	X		X	X	
Senegal	X	X		X	X	
Seychelles		not applicable		X	X	
Sierra Leone	X	X		X	X	
Tunisia			X			X
Zambia	X	X		X	X	
Zimbabwe	X	X		X	X	
Percentage	60 %	60 %	40 %	55 %	65 %	20 %

2.3 It also appears that a number of experienced Archives officers have been promoted through practical training within the service : 20 % of the total in Category A, about 30 % of those in Category B (see Schedule 3, page 9, and also chapter 6, para. 1.1).

BEST COPY AVAILABLE

BEST COPY AVAILABLE

- 3.1 The following list indicates those Government Ministries or other units to which Archives Administrations were attached at the time of their response for this study:

Bénin : Ministère de l'alphabétisation et de la culture populaire
Botswana : Ministry of Home Affairs
Burundi : Ministry of Youth, Sports and Culture
Cameroon : President of the Republic
Central African Republic : President of the Republic (or General Secretariat of the Government)
Chad : Ministry of Higher Education, Research and Fellowships
Congo : Ministry of Culture, Arts and Scientific Research
Gabon : President of the Republic
Ivory Coast : Ministry of the Interior
Malaŵi : Ministry of Education and Culture
Mali : Ministry of Sports, Arts and Culture
Mauritius : Ministry of Arts, Cultural Affairs, and Leisure
Morocco : Ministry of Cultural Affairs
Nigeria : Federal Ministry of Social Development, Youth and Culture
Sénégal : General Secretariat of the Government
Seychelles : Ministry of Education and Information
Sierra Leone : Ministry of Education
Tunisia : Prime Minister
Zambia : Ministry of Home Affairs
Zimbabwe : Ministry of Home Affairs

In summary, two tendencies are evident; in about half of the countries the archives administration is close to the executive authority, as in Botswana, Cameroon, Central African Republic, Gabon, Ivory Coast, Sénégal, Tunisia, Zambia and Zimbabwe. In the other half the educational and cultural value of archives is given major emphasis, as in Bénin, Burundi, Chad, Congo, Malaŵi, Mali, Mauritius, Morocco, Nigeria, Seychelles and Sierra Leone.

SCHEDULE 3

FORMAL TRAINING LEVEL OF ARCHIVISTS

University training (U), professional training (P) or both (B)

number of archivists of

CATEGORY A

and

CATEGORY B

COUNTRY	U	P	B	U	P	B
Bénin	0	0	0	0	3	3
Botswana	2	0	2	0	2	0
Burundi	1	0	0	0	0	0
Cameroon	1	0	0	0	4 or 6	0
Central African Republic	0	4	0	0	0	0
Chad	0	0	0	0	0	13
Congo	0	0	0	0	2	25
Gabon		no answer			no answer	
Ivory Coast	0	0	4	0	0	8
Malawi	1	1	2	0	5	0
Mali	0	0	0	0	1	0
Mauritius	0	0	1	2	0	0
Morocco		no answer			no answer	
Nigeria	12	4	32	0	8	0
Sénégal	0	0	1 or 2	0	0	33 or 40
Seychelles	0	0	0	0	2	0
Sierra Leone	0	0	2	0	0	0
Tunisia	5	6	no answer	0	2	no answer
Zambia	0	0	2	0	0	3
Zimbabwe	10	5	5	0	4	0
Total	32	20	51 or 52	0	37 or 39	85 or 92
Percentage	31 %	20 %	49 %	2 %	29 %	69 %

BEST COPY AVAILABLE

REF ID: A61010

- 3.2 The library administration is attached to the same ministry as the archives administration in Bénin, Botswana, Chad, Congo, MalaWi, Mali, Seychelles, Sierra Leone and Zimbabwe. Libraries are attached in Bénin to the Ministry of Higher Education and Scientific Research, to the Ministry of Education in Burundi, to the Ministry of Information and Culture in Cameroon, to the Ministry of Cultural Affairs in Ivory Coast, to the Federal Ministry of Education in Nigeria, to the Ministry of Culture in Sénégal, to the Ministry of Education in Zambia. In Mauritius, where there is currently no National Library, specialized libraries are attached to the various Ministries.
- 3.3 Documentation services are attached in Bénin to the Ministry of Intermediate Technical and Professional Education or to the Ministry of Higher Education and Scientific Research ; in Botswana, to the university ; to the same administration as Archives in Burundi (but there is no longer a Documentation Centre in Burundi), Congo, and Gabon ; to the Secretariat of State for Scientific Research in Sénégal ; and to the Ministry of Education and Culture in Zimbabwe. There is no central authority for documentation centres in the Central African Republic, where each centre is attached to its own department. This is also the situation in Mali and Tunisia.
- 3.4 At the local level archivists are attached to the national archival administration in Bénin, Burundi, Chad, Congo (on the technical level only), Gabon, Ivory Coast, Sénégal and Zambia (eight of the twenty). In the Central African Republic both the National Archives and local archives are attached to the Ministry of Home Affairs. Local archives are part of the local administration in Congo (on the administrative level only), Mali, Nigeria and Tunisia (four of the twenty ; see Schedule 4). There is no local archives service in Botswana, Mauritius and Zimbabwe. No precise information could be obtained on the existence and the status of local archives from Cameroon, MalaWi, Morocco or Seychelles, and if there are local archivists in Cameroon they have no defined status. In Morocco archivists as well as librarians and documentalists belong to an intergovernmental body and may be dependent upon any governmental agency.

SCHEDULE 4

MINISTRY/AGENCY TO WHICH ARE CURRENTLY ATTACHED AT THE LOCAL LEVEL

ARCHIVISTS (A), LIBRARIANS (B) AND DOCUMENTALISTS (D)

Country	central administration	local administration	independent	non existent	no precise information	CONCLUSIONS		
						A, B, D are attached to the same agency		
						A, B, D are attached to different agencies		
						no precise information		
Benin	ABD					X		
Botswana			B	AD		X		
Burundi	A			B	D			X
Cameroon				D	AB			X
Centr. Afr. Rep.	AB			D		X		
Chad	AD	B					X	
Congo	A ¹ B ² D	A ²	B ²			X		
Gabon	ABD					X		
Ivory Coast	AB				D			X
Malawi		B		D	A			X
Mali		ABD				X		
Mauritius	B	B		AD		X		
Morocco		ABD				ABD		
Nigeria		AB		D				
Sénégal	ABD					X		
Seychelles			B	D	A			X
Sierra Leone			B	D	A			X
Tunisia	B ¹	AD	B ²				X	
Zambia	A	B			D		X	
Zimbabwe		B		AD		X		

1) on the technical/scientific plan only

2) on the administrative plan only

Percentages :

50 %

15 %

30 %

BEST COPY AVAILABLE

- 3.5 At the local level libraries are attached to a central authority - for example, the national library administration - in Bénin, Congo (on the scientific level only), Gabon, Ivory Coast (Directorate of Education), Sénégal and Tunisia (on the scientific level only; six of the twenty). They are not part of a central authority in Botswana, Congo (on the administrative level only), Seychelles, Sierra Leone, Tunisia (on the administrative level only), and are part of the local authority in Chad, Malaŵi, Mali, Mauritius (municipal libraries), Nigeria, Zambia and Zimbabwe (seven of the twenty). In the Central African Republic and Mauritius, both of which lack a National Library, librarians at the local level are dependent upon the Ministry of Information and Culture on the one hand, and upon the Ministry for Local Government on the other. There are no libraries at the local level in Burundi.
- 3.6 At the local level, documentalists are attached to central authorities in Bénin, Congo, Gabon, Sénégal and Chad, while there are part of the local authority in Mali and Tunisia. There is no documentation centre in Botswana (except at the university), Cameroon, Central African Republic, Malaŵi, Mauritius, Nigeria, Seychelles, Sierra Leone and Zimbabwe (nine of the twenty). In Burundi the only professional documentalist had "left for studies" at the time of the questionnaire. No information was received from Ivory Coast nor Zambia on this point.

4 - OFFICIAL STATUS OF ARCHIVISTS

- 4.1 The term "official status" as used in this study refers to legislation or governmental regulations that cover the recruitment and career of any professional. Archivists have such an official status in all countries which answered to the questionnaire except Sierra Leone, where they have no status. There is a common official status for the three disciplines (archivists, librarians and documentalists) in the following countries : Bénin, Gabon, Ivory Coast, Morocco, Sénégal, Tunisia and Zimbabwe (seven of twenty). There is a separate official status for each of these disciplines in the following countries : Botswana and Mauritius (archivists and librarians only). Archival personnel is governed by general classification standards and position descriptions or comparable regulations in the following countries : Burundi, Cameroon, Central African Republic, Chad, Congo, Malaŵi, Mali, Nigeria, Seychelles and Zambia (ten of twenty ; see Schedule 5).
- 4.2 The official status of archivists in the following countries is determined by the official document cited, where applicable :
- Bénin : Décret n° 81-356 du 17 octobre 1981
 - Botswana : Scheme of Service of 1975 revised in 1982
 - Burundi : (no precise reference)
 - Cameroon : (no precise reference)
 - Central African Republic : (no precise reference)
 - Chad : Loi n° 21/PR du 10 juillet 1967 portant statut général des fonctionnaires ; Décret n° 167/PR du 10 juillet 1967 fixant l'échelonnement indiciaire des cadres des services publics
 - Congo : (no precise reference)
 - Gabon : Décret n° 792 du 30 juin 1980
 - Ivory Coast : Décret n° 71-291 du 22 juin 1971
 - Malaŵi : (no precise reference) ; Malaŵi Public Service Regulations (M.P.S.R.)
 - Mali : (no precise reference)
 - Mauritius : "such regulations are revised every now and then"
 - Morocco : Décret n° 2-77-50 du 4 octobre 1977
 - Nigeria : Archives Ordinance, 14 th November 1957
 - Sénégal : Décret n° 77-890 du 12 octobre 1977 (*Journal officiel de la République du Sénégal* du 12 janvier 1978)
 - Seychelles : (no precise reference)
- 20

SCHEDULE 5

OFFICIAL STATUS OF ARCHIVISTS

country	no status	general standards	common to A, B & D	separate	mobility	satisfaction
Déni			X		yes	no
Botswana				X (A,B only)	yes	no
Burundi		X			yes	no
Cameroon		X			yes	no
Centr. Afr. Rep.		X			no answer	no
Chad		X			no answer	no answer
Congo		X			no	no
Gabon			X		yes	no answer
Ivory Coast			X		yes	yes
Malawi		X			yes	no
Mali		X			yes	no
Mauritius				X (A,B only)	yes	no
Morocco			X		yes	yes
Nigeria		X			no	no
Senegal			X		no	yes/no
Seychelles		X			yes	yes
Sierra Leone	X				yes	no
Tunisia			X		yes	no
Zambia		X			yes	no
Zimbabwe			X		yes	no
Percentages	5 X	50 X	35 X	10 X	75 X	15 or 20 X

BEST COPY AVAILABLE

Sierra Leone : no status

Tunisia : Décrets n° 73-494 et n° 73-495 du 20 octobre 1973

Zambia : (no precise reference)

Zimbabwe : (no precise reference)

4.3 Official status is in preparation in three countries which answered the questionnaire ; in Congo and Sierra Leone, where a common official status for the three disciplines appears to be foreseen, and in Mali, where such a common status was elaborated by a seminar held on the national plan in March 1978.

4.4 It is possible to transfer from a position in one information discipline to another one in the following countries : Bénin, Botswana, Burundi, Cameroon, Gabon, Ivory Coast, Malaŵi, Mali, Mauritius, Seychelles, Sierra Leone, Tunisia, Zambia and Zimbabwe (fourteen of twenty). This is not possible in Congo, Nigeria and Sénégal. No response to this question was received from Central African Republic or Chad.

5 - RECRUITMENT OF ARCHIVISTS

- 5.1 Recruitment is regarded as presenting no real problems in the following countries: Cameroon, Central African Republic, Congo, Malaŵi, Mauritius, Morocco, Nigeria and Seychelles (eight of the twenty). Recruitment is regarded as difficult in the twelve remaining countries: Bénin, Botswana, Burundi, Chad, Gabon, Ivory Coast, Mali, Sénégal, Sierra Leone, Tunisia, Zambia and Zimbabwe. There were vacant posts in Bénin (154), Burundi (5), Cameroon (several), Chad (8), Malaŵi (1), Nigeria (2), Sierra Leone (16) and Tunisia (many). There were no vacancies in Central African Republic, Congo, Gabon, Mali, Mauritius, Seychelles, Zambia and Zimbabwe.
- 5.2 According to the reports submitted, archivists left the profession in the past 5 years in eleven of the twenty countries: Burundi (2 of category A), Cameroon (3 of category B), Chad (1 of category B), Congo (12 of category A), Malaŵi (2 of category B), Mauritius (1 temporary officer of category B), Nigeria (8 of category A), Sierra Leone (4 of category A), Tunisia (50 % of categories A and B), Zambia (2 of category B) and Zimbabwe (4 of category A and 6 of category B). No one was reported to have left the profession in the past five years in Bénin, Botswana, Gabon, Mali, Morocco, Sénégal, Seychelles.
- 5.3 Among the reasons given for difficulties in recruitment were:
- (a) general misunderstanding/ignorance of the profession: Bénin, Gabon, Ivory Coast, Sierra Leone
 - (b) competition for manpower with priority professions like teaching, etc.: Botswana
 - (c) lack of trained personnel: Botswana, Burundi, Seychelles, Zambia
 - (d) low salaries: Burundi, Chad, Congo, Ivory Coast, Tunisia
 - (e) lack of budgetary posts: Gabon
 - (f) lack of particular status: Mali
 - (g) lack of perquisites and incentives: Mali, Sierra Leone
 - (h) inadequate material means (poor working conditions): Burundi

6.1 The term "promotion" as used here refers exclusively to the movement from an inferior category to a superior one (i.e. from category C to category B, or from the category B to category A). Promotion is achieved through obtaining an additional qualification as a result of: (a) practical training within the service, in Burundi and Ivory Coast (probably from category C to category B only), Gabon, Mauritius, Nigeria, Seychelles, Tunisia and Zambia (eight of twenty); or (b) an examination or a certificate in Bénin, Central African Republic, Congo (professional competitive examination), Gabon (same), Ivory Coast (same), MalaWi (professional examination), Mauritius, Sénégal, Sierra Leone (professional certificate), Tunisia, Zambia (Diploma Course) and Zimbabwe (thirteen of twenty).

6.2 In the case of promotion based upon obtaining a certificate, the certificate is a high school certificate in Bénin, plus a professional competitive examination, as in Cameroon (to be promoted from category C to category B); a certificate "in any branch of the Archives discipline" in MalaWi; or a "certificate or diploma in Archives administration" in Nigeria.

6.3 A university degree is required for promotion in ten of the twenty countries: Bénin (from category B to category A), Burundi, Cameroon, Chad, Congo, Gabon, Mali, Mauritius, Morocco, Nigeria (1st degree in humanities), Sénégal (1st cycle of the ÉBAD to be promoted in category B; 2nd cycle to be promoted in A), Seychelles (Diploma in Archives), Sierra Leone (a division 2 grade or a better degree), Zambia (B.A.) and Zimbabwe (Post-graduate Diploma in archive and library studies). In this case the university degree must be accepted by the Authority at the national level (see 2.1, 2.2, above).

* Personnel of category C is normally recruited at the level of a high school certificate.

SCHEDULE 6

PROMOTION OF ARCHIVISTS

country	by practical training	examination	university degree	training abroad
Bénin		X	X	
Botswana	X	X	X	
Burundi	X		X	
Cameroon			X	
Centr. Afr. Rep.		X		X
Chad			X	X
Congo		X	X	X
Gabon	X	X	X	
Ivory Coast	X	X		
Malawi		X		X
Mali		X		X
Mauritius	X	X	X	X
Morocco			X	
Nigeria	X	X	X	X
Senegal		X	X	
Seychelles	X		X	X
Sierra Leone		X	X	X
Tunisia	X	X	X	
Zambia	X	X	X	
Zimbabwe		X	X	
Total	45 X	75 X	85 X	40 X

6.4 Other qualifications, such as training abroad for a one year minimum, are required in Central African Republic, Chad, Congo, MalaWi, Mauritius, Nigeria, Seychelles and Sierra Leone (eight of the twenty). In this case, the additional qualification for Zambian archivists must be a Diploma, the same as in Zimbabwe. In Botswana all of the above possibilities apply "at different times under different circumstances".

7 - SALARY SCALE OF ARCHIVISTS

- 7.1 The following scale is expressed in US dollars and gives the salary per month at the beginning and at the end of the scale for each position in the classification plan for archivists as of late 1982 :

	<u>Category A</u>	<u>Category B</u>
Bénin	US 208/666	139/389
Botswana	443/536	no indication
Burundi	335/ ?	222/ ?
Cameroon	250/486	189/292
Central African Republic (1)	-	-
Chad (2)	208/486	147/375
Congo	179/590	162/345
Gabon	726/1855	536/1177
Ivory Coast	427/1173	282/706
Malaŵi	259/594	114/298
Mali (2)	208/694	157/555
Mauritius	375/ ?	150/ ?
Morocco (3)	500/ ?	400/ ?
Nigeria	467/575	372/464
Sénégal	258/497	225/439
Seychelles (4)	-	-
Sierra Leone	221/405	213/392
Tunisia (5)	-	-
Zambia	292/441	286/332
Zimbabwe	697/1310	331/775

- (1) The salary scale of archivists of category A ranges from 740 to 1610
- (2) As there is no archivist of category A in Chad or in Mali, the figure is only theoretical
- (3) The salary scale of specialized information scientists (category A) ranges from 336 to 704; of information scientists (category B), from 275 to 564
- (4) The salary scale of archivists of category B ranges from "E.P. 20" to "E.P. 38" (beginning salary and maximum salary)
- (5) The salary scale of archivists of category A ranges from 375 to 800 ; of category B, from 250 to 675 (beginning salary and maximum salary)

7.2 Special perquisites and incentives for archivists are as follows :

Car : Ivory Coast (1), Malaŵi (2), Morocco, Nigeria (3), Sénégal (1)

Director's Allowance : Cameroon, Congo, Ivory Coast, Morocco, Sénégal (1)

Lodging : Cameroon (1), Gabon (4), Malaŵi (2), Nigeria (3), Sénégal (1)

Supplementary Hours : Morocco

Travel Expenses : Nigeria (3)

None : Bénin, Botswana, Burundi, Central African Republic, Chad, Mali, Mauritius, Seychelles, Sierra Leone, Zambia and Zimbabwe

Such perquisites exist also in Tunisia, but are undefined, as are the levels of responsibilities.

- (1) For the director only.
- (2) From the executive officier grade only.
- (3) Beginning with salary grade level 07.
- (4) For the general director only.

- 8.1 There is no significant statutory or practical disparity between the different information professions in seventeen of the twenty countries, i.e., in Bénin, Botswana, Burundi, Cameroon, Central African Republic, Chad, Gabon, Ivory Coast, Malaŵi, Mali, Mauritius, Morocco, Sénégal, Seychelles, Sierra Leone, Tunisia and Zimbabwe. In Congo archivists have the general status of the civil service, but other information professions have a better status. Nigeria indicates some disparity : "the Library is a parastatal [body] while the Archives is regarded as a department. Also mobility is very slow in the archives profession, while it is [the] reverse in other professions". In Sierra Leone archivists have no facilities for further training nor means to attend professional conferences, etc. In Zambia librarians have better salaries because they take M.A. and Ph. D. degrees after the diploma course; archivists normally do not do so.
- 8.2 Archivists of category A are comparable to teaching personnel at the university level in Malaŵi and Mali, and to teaching personnel at the secondary school level in eight of the twenty countries: Bénin (but there is no archivist of category A in Bénin or in Mali), Burundi, Cameroon, Nigeria, Sénégal, Sierra Leone, Zambia and Zimbabwe. In Botswana both situations exist and depend on the scale and level of an archivist in a particular category. This also appears to be the case in the Central African Republic, in Tunisia, and, theoretically, in Chad, although there is no category A archivist in that country. In Ivory Coast some archivists of category A benefit from parity with teachers at the secondary school level, under certain conditions involving a diploma (licence d'enseignement); the same situation exists in Mali to obtain parity with the university or the secondary school level. In Congo archivists suffer from disparities with teachers at the secondary school level, as they do also in Gabon. In Burundi they do not benefit from an allowance of \$ US 80 per month, nor in Sénégal from a 20 % allowance. In Mauritius differences are reported but are neither specified nor commented upon. In Morocco some graduates from the École des sciences de l'information have been recruited as teaching personnel at that institute: in this case their status is comparable with the status of teaching personnel at the university level.

- 8.3 Archivists of category B are comparable to teaching personnel at the secondary school level in Malaŵi and Seychelles, and to teaching personnel at the primary school level in Cameroon, Congo, Mali, Sierra Leone, Zambia. In Bénin the situation is not clear, which is also the case regarding Chad, Sénégal, Tunisia and Zimbabwe. In Botswana both situations may occur, depending upon the scale and level archivists occupy in a particular category. In Burundi there is no archivist of category B, which is also the case in Central African Republic and in Gabon. In Congo there are disparities between archivists and teachers at the primary school level ; this is also the case in Ivory Coast (no lodging allowance). In Mauritius differences were reported but were neither specified nor commented upon.
- 8.4 Disparities between archivists and specialists with comparable education and training working in other sectors of the Public Service (e.g. Ministry of Finances or Home Office) were also reported in some instances. There is no disparity in Bénin, Botswana, Burundi, Cameroon, Central African Republic, Chad, Malaŵi, Morocco, Sénégal (nine of the twenty). There are disparities in Congo, Gabon, Mali, Mauritius, Seychelles, Sierra Leone, Tunisia, Zambia and Zimbabwe, but it is not clear whether in Mauritius disparities are psychological or material. No answer on this matter was received from Ivory Coast, while the response of Nigeria was ambiguous. Where disparities exist, the reasons given include the fact that other sectors benefit from a deliberate priority; this is the case in Congo, Gabon and Zambia. In Tunisia there is reported to be "a lack of consciousness of the important role of information". In other countries disparities involve actual benefits: they include allowances and supplementary hours in Mali and allowances and better pay in Seychelles. In Zimbabwe "in most other ministries, advancement is more rapid and there is a greater transferability". In some countries there is a convergence between the material and non-material considerations. In Sierra Leone for example, it is reported that despite equal qualifications the professions "do not carry equal image and salary incentives. People in the other areas enjoy more". In Seychelles, also, "specialists are better paid and obtained allowances, whereas professionals [i.e. archivists] do not enjoy these privileges".

SCHEDULE 7

COMPARATIVE STATUS OF ARCHIVISTS

Parities (P) or disparities (D) with other information professions, teaching personnel and other sector of the Public Service

country	other information professions		teaching personnel		other sectors	
	P	D	P	D	P	D
Bénin	X		X		X	
Botswana	X		X		X	
Burundi	X			X	X	
Cameroon	X		X		X	
Centr. Afr. Rep.	X		X		X	
Chad	X		X		X	
Congo		X		X		X
Gabon	X			X		X
Ivory Coast	X			X	no answer	
Malawi	X		X		X	
Mali	X		X			X
Mauritius	X			X		X
Morocco	X		no answer		X	
Nigeria		X	X		no answer	
Senegal	X			X	X	
Seychelles	X		X			X
Sierra Leone		X	X			X
Tunisia	X		X			X
Zambia		X	X			X
Zimbabwe	X		X			X
Percentage	80 X	20 X	65 X	30 X	45 X	45 X

9 - CONCLUSIONS

- 9.1 Although there are fundamental differences between individual countries and regions that must fully be recognized, this study nevertheless permits the formulation of a number of general conclusions. The first of these relates to essential differences between extreme cases. In one of the 20 countries which responded to the survey questionnaire, archivists have no status at all, but in two or three other countries the fairly high number of archivists at work is significant of a certain success of the profession.
- 9.2 Dividing the respondents according to the level of their archival development, interesting, as possibly representative of numerous countries which did not answer, is Sierra Leone. In that small country there are employed only 2 archivists of category A status (from a total of 224 in the survey), who received both university and professional archival training. The country has 35 librarians of category A. In this country, archivists have no official or professional status. "The only regulations about conditions of service which operate here are working hours and holidays. All others are not available". It was reported that "to be an archivist, one has to have a university degree and a professional qualification. For the other staff members, they must possess the G.C.E. 'O' level certificate in four or more subjects", or "education up to form V". The promotion from category B to category A is possible as a result of practical in-service training plus a professional certificate, or "a division two grade or better degree". Four category A professionals left the profession in the past 5 years for teaching, law, librarianship and/or administration, and 16 posts are vacant at present; "the main reason is that there is no condition of service for people in the archival profession".
- 9.3 A second group consists of countries where archivists are governed by general classification standards. This group represents the majority of the respondents: ten of twenty countries and one hundred twenty-three archivists of a total of two hundred twenty-four. In five of these countries—Cameroon, Central African Republic, Congo, MalaWi and Nigeria—recruitment nonetheless is said to be not difficult and there are not many vacant posts: "several" in Cameroon, one in MalaWi and two in

Nigeria, but twenty-five persons abandoned the profession in the past five years. In five of the countries—Burundi, Chad, Mali, Seychelles and Zambia—recruitment is said to be difficult; five posts are vacant in Burundi and eight in Chad, but only five persons abandoned the profession in the past five years. It would be difficult to establish a clear relationship between the existence of such general classification standards and the status of professional archivists. This position probably depends essentially upon the advantages and/or disadvantages of these standards, rather than upon a particular status.

9.4 In a last group of countries there is a common official status for the three disciplines (archivists, librarians and documentalists): Bénin, Gabon, Ivory Coast, Morocco, Sénégal, Tunisia and Zimbabwe. There is also an official status for each profession (archivists and librarians only) in Botswana and Mauritius. This group represents nine of twenty countries and ninety-nine archivists of a total of two hundred twenty-four. In five of the countries—Bénin, Botswana, Ivory Coast, Gabon and Tunisia—recruitment is said to be difficult. It is not difficult in Mauritius, Morocco, Sénégal and Zimbabwe. One hundred thirty-four posts are vacant in Bénin (a number which appears extraordinarily high), two in Botswana, "many" in Tunisia, but none in Mauritius and Zimbabwe. No indication was given for Ivory Coast, Gabon, Morocco and Sénégal. No one abandoned the profession in the past five years in Bénin, Botswana, Morocco and Sénégal. In Ivory Coast an undetermined number left to enter the police, the army, the customs, the *École nationale d'administration* and private business. In Mauritius one temporary officer left the profession, but in Tunisia, about fifty per cent. In Zimbabwe the loss was four members from category A and six from category B. Gabon provided no information on this point.

9.5 To the question as to whether, in general, the present status of archivists in the country was satisfactory, four countries (Malaïi, Morocco, Sénégal (ÉBAD) and Seychelles) answered 'yes', fifteen answered 'no' (included Sénégal's National Archives) and two (Gabon and Chad) gave no response. Since Gabon did not make any suggestions for improvement, it may be assumed that the situation is satisfactory. Chad and Sénégal (National Archives), on the other hand, made recommendations to improve the situation in those countries.

9.6 It is perhaps of some significance that only six countries sent statutory texts with their responses. Botswana sent only the Scheme of Service of the National Library, since the Scheme of Service of the National Archives is being revised and both are similar in almost all respects. In Morocco an enactment of 30 December 1975 created the École des sciences de l'information (É.S.I.). Among the members of the governing board is the Head of the General Library and Archives. Another enactment of 4 October 1977 created an interdepartmental body of information professionals with a particular status, acceptable to archivists. Relatively few other modifications of the situation analyzed in his study by Henri Sène (see Bibliography) occurred in Bénin, Botswana, Gabon and Sénégal (see chapter 4, above).

9.7 The situation with regard to teaching institutions whose diplomas are recognized by governments is generally clear, but some incertainty remains with regard to individual countries. In Bénin, for example, diplomas of any university and professional school are recognized for entry into category A, but a list is nevertheless given of specifically designed universities or schools: ÉNSB of Lyon, University of Montreal, University of Lyon III, University of Bordeaux III, University of Mulhouse, ÉBAD of Dakar. It was not possible to determine whether these universities and schools today have graduates working in the Bénin archives, but presumably this is not the case because there is no archivist of category A in the public service. Similarly diplomas of any university and professional school are recognized to enter category B, but again a list is given: ÉBAD of Dakar, Centre de formation administrative et de perfectionnement du Bénin, Instituts de formation of France or Belgium (with no further details). There are Category B archivists working in the country, but there is no indication of whether any of them graduated from French or Belgian institutes, and, if so, from which ones. Finally, in the Congo the Diploma of the Institut universitaire de technologie of Toulouse gives access to category A, but the scholarship of the same Institute without Diploma is sufficient to enter category B.

9.8 The study reveals that there is no direct relationship between salary and ease or difficulty of recruitment. Recruitment, as a matter of fact, is said to be difficult in three countries where archivists are among the best paid, Gabon, Zimbabwe and Ivory Coast, as well as in countries where they are the least paid, Zambia, Cameroon, Chad and Sierra Leone. Yet, recruitment is also said to be difficult in countries where the average archivist salary is situated between both extremes, i.e., in Bénin and Botswana. The inescapable conclusion is that the problem of salaries is only one problem among others as noted by African archivists themselves (see chapter 6).

9.9 By adding together the salaries at the beginning and end of the steps in the position classification (per month) of archivists of category A for the thirteen countries which gave complete informations on this point (see chapter 5, above) one obtains a theoretical coefficient that reflects the relative status of archivists between countries in this area:

Gabon	2585	Botswana	979	Sénégal	755
Zimbabwe	2007	Bénin	874	Zambia	753
Ivory Coast	1600	Malaŵi	853	Cameroon	736
Nigeria	1042	Congo	769	Chad	694
				Sierra Leone	626

As is quite evident, disparities are considerable, ranging from a factor of 1 to more than 4. This approach was not applied to the salaries in category B, because data were less complete in this category.

9.10 The study also revealed that there is no direct relationship between salary levels and perquisites, but in Chad and Sierra Leone, where archivists are the poorest paid, there exist no such perquisites. Perquisites are also lacking in Zambia, Malaŵi, Bénin, Botswana and Zimbabwe.

10 - RECOMMENDATIONS

10.1 In their responses, the archival officials of the countries indicated put forward the following recommendations:

At the national level:

- | | |
|--------------------------|---|
| Bénin | : to provide staff with lodging and allowance |
| Botswana | : to improve the training of full professionals, para-professionals and technicians |
| Burundi | : to provide information professionals with a particular status |
| | : to improve professional training |
| | : to provide sufficient material support, such as an adequate archives building, an automobile etc. |
| Cameroon | : to provide information professionals with a particular status |
| | : to establish local archives services in order to multiply posts of responsibility |
| Central African Republic | : to provide the staff with allowances to maintain it |
| | : to give archivists the status of the university teaching level |
| Chad | : to provide the staff with a particular status and with perquisites such as lodging, car, scientific allowance,... |
| Congo | : to provide the staff with a status common for the three information professions |
| Gabon | : no suggestion |
| Malawi | : no suggestion |
| Ivory Coast | : to improve archivists' life and work conditions, e.g. dust and research allowance; provision of annual medical visit |
| | : to ensure archivists' promotion, e.g. creation of an archives inspector's grade for archivists at the end of their career |

Mali	: the urgent adoption by the Parliament of the bill relative to the status of archivists, librarians and documentalists, elaborated at a national level in March 1978
Mauritius	: to encourage the government to give greater recognition to the work done by archivists in the archival, historical and cultural fields
Morocco	: no suggestion
Nigeria	: to provide more training on the job and better pay : to regard archivists as full-fledged professionals
Sénégal	: to provide allowances
Seychelles	: no suggestion
Sierra Leone	: to provide conditions of service for the institution : to appoint a trained and qualified professional as Director
Tunisia	: to modify the status by instituting allowances
Zambia	: to improve the status by bringing archivists, especially the Chief Archivist, at Under Secretary's level
Zimbabwe	: to raise salary levels and provide greater opportunities for advancement

10.2 From the above it seems clear, first, that in a large number of the countries indicated archivists may have extra-statutory difficulties which are not part of this study but are nonetheless important, such as poor working conditions (see H. Sène, 10-11): inadequate buildings and equipment, and lack of storage space. Presumably, also, in a number of those countries national authorities have chosen priorities other than the development of the records/archives services within the information sciences area, as suggested by the fact that librarians form a group three times the size of the archivists group. To reduce possible ignorance/misunderstanding of the administrative usefulness of their profession and to increase their daily, immediate involvement, archivists should, if circumstances warrant, assume new responsibilities such as those for printed administrative material (documentation centers) or the compilation and editing of the "journal officiel". It is clear also that many financial advantages, such as

provision of a car, lodging, and allowances, create important disparities that are not properly statutory. Although five countries (twenty-five per cent) presented no suggestions, seven countries (thirty-five per cent) presented recommendations for improving the archivists' status; four (twenty per cent) called for better professional education and training, for better possibilities of promotion, and for increased financial advantages. Archivists from four countries (twenty per cent) complained about material conditions (ten per cent) and/or psychological conditions (ten per cent) of their work. In several countries archivists regarded the improvement of their professional abilities as a preliminary condition for the improvement of their careers, but they know also that their capabilities are appreciated outside their profession and increasingly have abandoned it, especially in Ivory Coast, Sierra Leone and Tunisia.

10.3 In view of the above considerations, the following recommendations are directed to the attention of national governments:

That archivists, librarians, information scientists should be governed by a common statute on comparable separate statutes on the national level.

That every statutory text of national importance, whether designed for archivists alone or for archivists, librarians and information scientists combined, should be drafted in relation to the national development programme of the infrastructures in that domaine and situated within the framework of that programme.

That the initial definition of standards of qualification for archivists on the national level in countries having different official status for archivists, at different geographic levels (national or federal, federated, local authorities) should take into account all of these levels.

That the possibility of ensuring the mobility of qualified personnel from one information profession to another should be provided for in a national professional statute requiring precise qualification and the mechanics of its implementation.

That every statutory text of national importance designed for archivists should take into account the specific character of the fully qualified archivists' competence, and should require of them those intellectual, administrative and technical qualifications which give to the occupation its specific character.

That the same text should define different categories of archives staff: fully-qualified archivists, executive and technical personnel; and that for each category should be specified the level of qualification and the methods of recruitment, appointment, and promotion.

That the same text should ensure an appropriate entry level in the public service of this staff, taking into account their competence in order to prevent losses to the profession.

That the statute should permit internal promotion at all levels; the archives services being expected to grow, it is important to offer such a possibility to those with the necessary aptitude, determination and demonstrated competence.

- 10.4 In their responses, archival officials of the countries indicated put forward the following recommendations to the Regional Branches of the International Council on Archives.

Bénin	: grant of sholarships and material help (equipment for a new building under construction)
Botswana	: no suggestion
Burundi	: establishing continuing contact with other professionals of the Region, which would permit a permanent exchange of knowledge and experience
Cameroon	: possibility of advising local authorities
Central African	: CENARBICA (Central African Regional Branch of the ICA) was established in September 1982; it is seen as a possible means for improving the status of archivists in the region; practical applications will occur later
Chad	: possibility of enlightning the local authorities and so of revaluating the function of archivists

Congo	: possibility of inciting Governments to elaborate and to adopt a status for archivists, librarians and documentalists
Gabon	: no suggestion
Ivory Coast	: organization of professional training at the regional level of WARBICA (West Africa Regional Branch of the ICA)
MalaWi	: no suggestion
Mali	: organization of professional training
Mauritius	: to promote greater awareness for the importance of the archival profession
Morocco	: no suggestion
Nigeria	: recommendations at the local level
Sénégal	: no suggestion
Seychelles	: no suggestion
Sierra Leone	: with a properly established archival agency, the regional branches should come under the national organization
Tunisia	: no suggestion
Zambia	: to establish a comparative salary scale
Zimbabwe	: no suggestion.

10.5 For action at the Regional Level nine countries presented no suggestion. One country only mentioned action at that level as a possible means for improving the status of archivists in its region. But another suggests the establishment of a comparative salary scale, most probably with the perspective of a possible action for improvement. More generally, five countries expect the regional ICA branches to exercise an influence on governments and so, to promote the material, financial and psychological working conditions of archivists. Three countries request that the organization of professional training be carried on or extended, and Ivory Coast mentions the cooperation between the National Archives of that country and the Regional Training Center of Archivists (ÉBAD) of Dakar as an example to be followed.

- 10.6 Recommendations at the regional level made by branches of the International Council on Archives include:
- Maintaining continuing contact between professionals of each region to avoid their isolation.
- Extending and improving actions in matters of professional training.
- 10.7 At the international level (Unesco in cooperation with ICA) the following proposals were made:
- | | |
|--------------------------|--|
| Bénin | : no suggestion |
| Botswana | : these two bodies can help by providing consultancy missions on reprography and conservation, records management, according scholarships for training and financing study tours to other relevant institutions |
| Burundi | : financing the foreseen archives building and the relocation of the national archives; scholarships for university studies and professional training |
| Cameroon | : advising local authorities |
| Central African Republic | : requests Unesco and ICA to make aware to authorities and to excite public opinion about the necessity of improving archivists' career
: to restore archivists' confidence and ensure the stability of the staff in the profession |
| Chad | : to intensify archivists' professional training
: to contribute to archives building and equipment |
| Congo | : to promote the elaboration and the adoption of a particular status common to archivists, librarians and documentalists |
| Gabon | : no suggestion |
| Ivory Coast | : to contribute to the organization of professional training at the regional level, and especially to the training organized every year by Ivory Coast for students graduating from ÉBAD |
| Malawi | : no suggestion |

Mali	: to take every action in favour of archivists' professional training
Mauritius	: to request the General Secretary of the National Commission for Unesco to secure the sponsorship of these international organizations so that archivists may have the same status as their counterparts in developed countries
Morocco	: no suggestion
Nigeria	: no suggestion
Sénégal	: no suggestion
Seychelles	: no suggestion
Sierra Leone	: Unesco and ICA should endeavour to convince the Ministry of Education in Sierra Leone to realize the importance of an archival organization so that conditions of service, a proper building to house the documents and offices, and a professional head be made available to the Archives
Tunisia	: to convince the responsible authorities to improve the professionals' situation and to become conscious of the rôle of information
Zambia	: to introduce a standard salary scale
Zimbabwe	: to impress upon governments the need to upgrade the archival profession in order to attract and retain suitable staff

- 10.8 At the International Level, seven countries present no suggestion, but many express their confidence in Unesco to promote the profession in cooperation with the International Council on Archives by: (a) encouraging national authorities to recognize the importance of the work of archivists, and explicitly to improve the status of professional archivists (b) promoting and organizing professional training (c) providing technical assistance, such as consultancy missions in various technical and professional matters (d) providing or assisting in obtaining assistance in matter such as buildings, equipment and scholarships.

10.9 In conclusion, on the basis of this study the author recommends the following at the international level to UNESCO, in cooperation with the International Council on Archives:

To make the national authorities aware of the rôle of records and archives as a valuable source of administrative and technical information, as well as an evidence of African life and culture.

To make the national authorities aware of the professional, scientific, and technical character and value of the tasks performed by archivists.

To encourage national authorities to improve the situation of professionals, in both the material and the psychological areas, in order to attract and retain suitable staff.

To assist national authorities in becoming aware of Unesco and ICA as possible advisers in matter of legal status and such technical matters as archives buildings and equipment.

To continue actions in regards to professional training and to provide more information on this subject.

BIBLIOGRAPHY

ARCHIVUM, INTERNATIONAL REVIEW ON ARCHIVES, published by the International Council on Archives with the financial aid of Unesco, vol. XX (1970), La législation archivistique II. Afrique [...] and XXX (1980) (Archives, Legislation).

BLIBAD: Bulletin de liaison à l'intention des bibliothécaires, archivistes et documentalistes africains, numéro spécial, 3, octobre 1977. ÉBAD-DAKAR. See especially SÈNE, Henri, "Les statuts du personnel des bibliothèques, dépôts d'archives et centres de documentation en Afrique noire francophone et au Maghreb: étude comparative", pp. 9-19.

Unesco. General Information Programme. Survey of Archival and Records Management Systems and Services 1982 (PGI/82/WS/3). Paris, Unesco, 1982. See para. 3 PERSONNEL, p. 15-17.

Frank B. Evans and Eric Ketelaar, A Guide for Surveying Archival and Records Management Systems and Services: A RAMP Study. (PGI/83/WS/6). Paris, Unesco, 1983. 30 p. See p. 8 and 9, para. PERSONNEL and BUDGET, questions 17-21.

QUESTIONNAIRE

This study includes only the professional personnel considered as "archivists", in Categories A and B, exclusive of administrative and clerical personnel, such as secretaries and typists, and of technical personnel, such as restorers and microfilers. It is not limited to the central or national government, but it is also intended to cover archivists in the services of local government (i.e. provincial or state, counties or cities).

Definition of Categories A and B

Civil servants in Category A, are normally recruited from holders of an advanced degree from the university (a M.A. or a Ph. D.) or who have received a post-graduate diploma in archives administration.

Civil servants in Category B are recruited at the certificate level, which requires 2 years of university studies after completion of the secondary high school, and are also admitted directly into the profession (i.e. certificate program at the Accra school).

1 - Total number of professionals in this country

- | | | | | |
|-----|-----------------|----------------|----------------|---|
| 1.1 | In Category A ? | archivists ... | librarians ... | documentalists/
information scientists ... |
| 1.2 | In Category B ? | archivists ... | librarians ... | documentalists/
information scientists ... |

2 - Recruitment requirements in Category A

Teaching institutions whose diplomas are recognized by your government :

- | | | | |
|-----|---|------------------------------|-----------------------------|
| 2.1 | Any university ? | Yes ☐ | No ☐ |
| 2.2 | Any professional school ? | Yes ☐ | No ☐ |
| 2.3 | Or only specifically designed universities or schools ? | Yes ☐ | No ☐ |

If so, please list them : _____

3 - Recruitment requirements in Category B

Teaching institutions whose diplomas are recognized by your government ?

- | | | | |
|-----|----------------------------|------------------------------|-----------------------------|
| 3.1 | any universities ? | Yes ☐ | No ☐ |
| 3.2 | any professional schools ? | Yes ☐ | No ☐ |

3.3 only specifically designed universities or schools ? Yes ☐ No ☐

If so, please list them : _____

4 - Formal Training Level

4.1 Indicate the number of archivists in category A having received a university training ("U"), a professional archival training ("P") or both ("B") U _____ P _____ B _____

4.2 Indicate the number of archivists in category B having received a university training ("U"), a professional archival training ("P") or both ("B") U _____ P _____ B _____

4.3 Does the Accra certificate program give access to category A ? Yes ☐ No ☐

4.4 Under what conditions ? _____

4.5. Please indicate any significant differences on the recruitment requirements for a) librarians _____

b) documentalists/information scientists _____

5 - Name of the ministry or other agency to which is currently attached :

5.1 The archives administration ? _____

5.2 The library administration ? _____

5.3 The national documentation service ? _____

5.4 Are archivists at the local level apart of the national archival administration ? Yes ☐ No ☐

5.5 or if no, are they part of the local government administration ? Yes ☐ No ☐

5.6 If yes, please indicate the name of the local authority ? _____

5.7 Are librarians at the local level apart of the national library administration ? Yes ☐ No ☐

5.8 If no, are they part of the local authority ? Yes ☐ No ☐

5.9 If yes, please indicate the name of the local authority _____

5.10 Are documentalists at the local level apart of the national documentation service ? Yes ☐ No ☐

5.11 If no, are they part of the local authority ? Yes ☐ No ☐

5.12 If yes, please indicate the name of the local authority ? _____

6 - Official status. The official status as used in this questionnaire refers to legislation or governmental regulations that cover the recruitment and career of any professionals.

6.1 Do archivists have such an official status ? Yes ☐ No ☐

6.2 If yes, please indicate date and reference : _____

6.3 Is there a common official status for the three disciplines (archivists, librarians and documentalists) ? Yes ☐ No ☐

If yes, please annex the text to this questionnaire.

6.4 or is there an official status for each of these disciplines ? Yes ☐ No ☐

If yes, please annex the texts to this questionnaire.

6.5 If no, is the archival personnel governed by any general classification standards and position descriptions or comparable regulations ? Yes ☐ No ☐

6.6 Please indicate the categories of positions defined by these regulations and indicate whether they include archivists, librarians, and or documentalists :

Complementary dispositions

6.7 as far as those questions are not specified by the status, are they any regulations about conditions of service like working hours, holidays, personal studies during the working time, possibilities of leave to continue university formation, complementary professional formation or for scientific work ?

6.8 What are the recruitment requirements according to this general regulations ?

6.9 Do archivists of ministries or departments not part of the National Archives administration have an official separate status ? Yes ☐ No ☐

6.10 If no, do they come under the general regulations for government personal ? Yes ☐ No ☐

- 6.11 What is the official status of local governmental units (provinces, regions ...) ? _____
- 6.12 In the absence of official status for archivists in your country, is there a project/movement under way to create such a status ? Yes ☐ No ☐
- 6.13 If yes, is the intention to create one official status common to all information professionals ? Yes ☐ No ☐
- 6.14 If no, is the intention to create a separate official status for each discipline ? Yes ☐ No ☐
- 6.15 If there is no official status for archivists in the country and they are not subject to the general regulations for personnel, then what are the categories of archival personnel ? _____

- 6.16 What are the conditions of recruitment for these categories ?

- 6.17 Is it possible to transfer from one position classification and salary scale to another one (i.e. from category C to category B, from category B to category A) ? Yes ☐ No ☐
- 6.18 Is it possible to transfer from a position in one information discipline to another one ? Yes ☐ No ☐

7 - Promotion

The term "promotion" as used here refers exclusively to the movement from an inferior hierarchic position to a superior one (i.e. from category B to category A).

Is promotion achieved through obtaining an additional qualification as a result of

- 7.1 Practical training within the service ? Yes ☐ No ☐
- 7.2 An examination or a certificate ? Yes ☐ No ☐
- 7.3 If yes, which certificate ? _____

- 7.4 or a university degree ? Yes ☐ No ☐
- 7.5 If yes, which university degree ? _____
- 7.6 or other qualification such as training abroad ? Yes ☐ No ☐
- 7.7 If yes, what kind of additional qualification ? _____

8 - Salaries of archivists

What is the salary scale in local currency

at the beginning :

at the end of position classification :

- 8.1 Of category A _____
- 8.2 Of category B _____
- 8.3 please indicate the current US \$ value of your local currency _____
- 8.4 Do some archivists benefit from perquisites, such as lodging, car, director's allowance, scientific allowance, supplementary hours ? Yes ☐ No ☐
- 8.5 If yes, please specify _____
- 8.6 Beginning with what grade ? _____

9 - Recruitment of archivists

- 9.1 Is recruitment difficult ? Yes ☐ No ☐
- 9.2 If yes, please indicate reasons for the difficulties _____
- 9.3 How many vacant posts are there at present ? _____
- 9.4 Is there a tendency to leave the archives profession for other careers? Yes ☐ No ☐
- 9.5 If yes, for what careers ? _____
- 9.6 Please provide an estimate of how many people have left the profession in the past 5 years ? Category A _____ Category B _____

10 - Comparative status of information professionals

- 10.1 Are there significant statutory and practical disparities between the different information professions ? Yes ☐ No ☐
- 10.2 If yes, which are these disparities ? _____
- 10.3 Reasons for these disparities _____

Are the archivists in category A comparable to teaching personnel :

- 10.4 at the university level of teaching ? Yes ☐ No ☐
- 10.5 at the secondary school level ? Yes ☐ No ☐

Are the archivists in category B comparable with teaching personnel :

10.6 At the secondary school level ? Yes ☐ No ☐

10.7 At the primary school level ? Yes ☐ No ☐

Comments _____

10.8 Are there disparities or significant differences between information professionals and specialists with comparable education and training working in other sectors of the Public Service (i.e. ministry of finances or Home office) ? Yes ☐ No ☐

10.9 If differences exist, what are the reasons _____

11 - Conclusions and Recommendations

11.1 In general, is the present status of archivists in your country satisfactory or not ? Yes ☐ No ☐

If not, which measures and initiatives do you think would be useful and practical to improve the status :

11.2 At the national level ? _____

11.3 At the regional level ? _____

11.4 At the initiative of Unesco in cooperation with ICA ? _____

RAMP and Related Documents

1. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Working Document (PGI/79/WS/1). Paris, Unesco, 1979. 19 p. Available also in French.
2. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Final Report (PGI/79/WS/II). Paris, Unesco, 1979. 36 p. Available also in French.
3. Manning, Raymond, Gilberte Pérotin and Sven Welander, comps, and eds. Guide to the Archives of International Organizations. Part I. The United Nations System. Preliminary version (PGI/79/WS/7). Paris, 1979. 301 p.
4. Cook, Michael. The Education and Training of Archivists -- Status Report of Archival Training Programmes and Assessment of Manpower Needs (PGI/79/CONF. 604/COL.2). Paris, Unesco, 1979. 71 p. Available also in French.
5. Delmas, Bruno. The Training of Archivists -- Analysis of the Study Programme of Different Countries and Thoughts on the Possibilities of Harmonization (PGI/79/CONF. 604/COL.1). Paris, Unesco, 1979. 75 p. Available also in French.
6. Unesco. Division of the General Information Programme. Meeting of Experts on the Harmonization of Archival Training Programmes, 26-30 November, Paris, 1979. Final Report (PGI/79/CONF. 604/COL.7). Paris, Unesco, 1980. 18 p. Available also in French.
7. Roper, Michael. Democratic Republic of the Sudan: Establishment of a Technical Training Centre in Archival Restoration and Reprography (FMR/PGI/80/180). Paris, Unesco, 1980. 31 p.
8. Kecskeméti, Charles and Evert Van Leer. Model Bilateral and Multilateral Agreements and Conventions Concerning the Transfer of Archives (PGI/81/WS/3). Paris, Unesco, 1981. 34 p. Available also in Arabic, French, Russian and Spanish.
9. Silva, G.P.S.H. de. A Survey of Archives and Manuscripts Relating to Sri Lanka and Located in Major London Repositories (PGI/81/WS/4). Paris, Unesco, 1981. 100 p.
10. Borsá, Iván. Feasibility Study on the Creation of an Internationally Financed and Managed Microfilm Assistance Fund to Facilitate the Solution of Problems involved in the International Transfer of Archives and in Obtaining Access to Sources of National History Located in Foreign Archives (PGI/81/WS/7). Paris, Unesco, 1981. 31 p. Available also in Arabic, French, Russian and Spanish.
11. White, Brenda. Archives Journals: A Study of their Coverage by Primary and Secondary Sources. (RAMP Studies and Guidelines). (PGI/81/WS/10). Paris, Unesco, 1981. 72 p. Available also in French.
12. Pieyns, Jean. Feasibility Study of a Data Base on National Historical Sources in Foreign Repositories (PGI/81/WS/24). Paris, Unesco, 1981. 66 p. Available also in French.

13. Weill, Georges. The Admissibility of Microforms as Evidence: A RAMP Study (PGI/81/WS/25). Paris, Unesco, 1982. 84 p. Available also in French and Spanish.
14. Hull, Felix. The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines (PGI/81/WS/26). Paris, Unesco, 1981. 64 p. Available also in French and Spanish.
15. Cortés Alonso, Vicenta. Perú: Sistema Nacional de Archivos y Gestión de Documentos: RAMP Proyecto Piloto (FMR/PGI/81/110). Paris, Unesco, 1981. 56 p.
16. Crespo, Carmen. Republic of Argentina: Development of a Regional Demonstration and Training Centre at the School for Archivists, University of Cordoba (FMR/PGI/81/116 E). Paris, Unesco, 1981. 28 p. Available also in Spanish.
17. Ricks, Artel. Republic of the Philippines: RAMP pilot project for the establishment of a regional archives and records centre. (FMR/PGI/81/158). Paris, Unesco, 1981. 49 p.
18. Evans, Frank B. The Republic of Cyprus: Development of an archival and records management programme (FMR/PGI/81/166). Paris, Unesco, 1981. 64 p.
19. Unesco. General Information Programme. Survey of Archival and Records Management Systems and Services 1982 (PGI/82/WS/3). Paris, Unesco, 1982. Available also in French.
20. Rhoads, James B. The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management: A RAMP Study (PGI/82/WS/4). Paris, Unesco, 1982. 95 p. Available also in French and Spanish.
21. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Working Document (PGI/82/WS/6). Paris, Unesco, 1982. 31 p.
22. White, Brenda. Directory of Audio-Visual Materials for Use in Records Management and Archives Administration Training (PGI/82/WS/8). Paris, Unesco, 1982. 71 p.
23. Tirmizi, S.A.I. Guide to Records Relating to Science and Technology in the National Archives of India: A RAMP Study (PGI/82/WS/12). Paris, Unesco, 1982. 84 p.
24. Cook, Michael. Guidelines for Curriculum Development in Records Management and the Administrations of Modern Archives: A RAMP Study (PGI/82/WS/16). Paris, Unesco, 1982. 74 p.
25. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Final Report (PGI/82/WS/24). Paris, Unesco, 1982. 54 p. Available also in French and Spanish.
26. Evans, Frank B. Malaysia: Development of the Archives and Records Management Programme (FMR/PGI/82/110). Paris, Unesco, 1982. 54 p.
27. Ricks, Artel. Philippines: RAMP Pilot Project for the Establishment of a Regional Archives and Records Centre (Report No.2) (FMR/PGI/82/161). Paris, Unesco, 1982. 24 p.

28. Evans, Frank B. Writings on archives published by and with the assistance of Unesco: A RAMP Study (PGI-83/WS/5). Paris, Unesco, 1983. 33 p.
29. Evans, Frank B. and Eric Ketelaar. A Guide for Surveying Archival and Records Management Systems and Services: A RAMP Study (PGI-83/WS/6). Paris, Unesco, 1983. 30 p. Available also in French and Spanish.
30. Hildesheimer, Françoise. Guidelines for the Preparation of General Guides to National Archives: A RAMP Study (PGI-83/WS/9). Paris, Unesco, 1983. 67 p. Available also in French.
31. Kula, Sam. The Archival Appraisal of Moving Images: A RAMP Study with Guidelines (PGI-83/WS/18). Paris, Unesco, 1983. 130 p.
32. Moideen, P.S.M. A Survey of Archives Relating to India and Located in Major Repositories in France and Great Britain (PGI-83/WS/19). Paris, Unesco, 1983. 72 p.
33. Duchein, Michel. Obstacles to the Access, Use and Transfer of Information from Archives: A RAMP Study (PGI-83/WS/20). Paris, Unesco, 1983. 80 p. Available also in French.
34. Rhoads, James B. The Role of Archives and Records Management in National Information Systems: A RAMP Study (PGI-83/WS/21). Paris, Unesco, 1983. 56 p. Available also in French.
35. Hendriks, Klaus B. The Preservation and Restoration of Photographic Materials in Archives and Libraries: A RAMP Study with Guidelines (PGI-84/WS/1). Paris, Unesco, 1984. 121 p.
36. Stark, Marie C. Development of Records Management and Archives Services within United Nations Agencies (PGI-83/WS/26). Paris, Unesco, 1983. 215 p.
37. Kathpalia, Y.P. A Model Curriculum for the Training of Specialists in Document Preservation and Restoration: A RAMP Study with Guidelines (PGI-84/WS/2). Paris, Unesco, 1984. 27 p. Available also in French and Spanish.
38. Seton, Rosemary E. The Preservation and Administration of Private Archives: A RAMP Study (PGI-84/WS/6). Paris, Unesco, 1984. 65 p. Also available in French and Spanish.
39. Taylor, Hugh A. Los Servicios de archivo y el concepto de usuario: Estudio del RAMP (PGI-84/WS/5). Paris, Unesco, 1984. 71 p.

Copies of the above studies and reports may be obtained without charge, to the extent that they are still in print, by writing to:

Division of the General Information Programme
Documentation Centre
7, place de Fontenoy
75700 Paris, France